



JOSE ALFARO SANCHEZ IV

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OBJECTIVE

To be part of a company that aims in providing opportunity for career growth, find a challenging and satisfying job that would effectively utilize my work experience and develop my strong team ethic to build good working relationships within.

EMPLOYMENT HISTORY:

ASST. AUTO MECHANIC
PROVINCIAL EQUIPMENT POOL OFFICE
San Isidro Village, Virac Catanduanes
August 15, 2022 to Present

Duties & Responsibilities:

- Inspecting truck, backhoe, bulldozer, and other heavy equipment for proper performance.
- Adjusting equipment and replacing faulty parts.
- Repairing damaged equipment parts.
- Cleaning, lubricating, and conducting routine service on heavy-duty vehicles.
- Completing preventative maintenance on vehicle, such as performing change oil, flushing and replacing fluids, and replacing brakes.
- Troubleshoot issues with diesel engines.
- Perform hydraulic and mechanical repair.
- Maintain a clean safe work area.

STOCK CUSTODIAN

Shipping Lines Inc.
San Roque St., San Andres, Catanduanes
March 16, 2020 to March 28, 2022

Duties & Responsibilities:

- Receive and count stock items, and record data manually or using computer.
- Determine proper storage methods, identification, and stock location based on turnover.
- Keep records on the use and/or damage of stock or stock handling equipment.
- Prepare and maintain records and reports of inventories, price lists, shortages, shipments, expenditures, and goods used or issued.

ASST. AUTO MECHANIC

PROVINCIAL EQUIPMENT POOL OFFICE

San Isidro Village, Virac Catanduanes

September 9, 2018 to January 27, 2020

Duties & Responsibilities:

- Inspecting truck, backhoe, bulldozer, and other heavy equipment for proper performance.
- Adjusting equipment and replacing faulty parts.
- Repairing damaged equipment parts.
- Cleaning, lubricating, and conducting routine service on heavy-duty vehicles.
- Completing preventative maintenance on vehicle, such as performing change oil, flushing and replacing fluids, and replacing brakes.
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TELEPHONE OPERATOR

Al Zhara Private Hospital, Sharjah UAE

March 2013 to May 2018

Duties & Responsibilities:

- Answer a multi-line, routing calls to the appropriate parties and initiates codes page for emergencies.
- Directed all telephone inquiries to the appropriate area or person while maintaining strict confidentiality for all patient information.
- Responsible for completion of the registration process for all patients who came through the Emergency Department.
- Data Entry and ensured the highest levels of customer service and satisfaction.
- Collected and updated on-call schedules as needed, maintained log calls.

MEDICAL RECORD CLERK

Zulekha Private Hospital, Sharjah UAE

March 2010 to March 2012

Duties & Responsibilities:

- Ensured medical record are complete, assembled in standard order filed appropriately.
- Provided medical record information by answering question and request of patients.
- Maintained confidentiality of all accessible patient financial and medical records information.
- Resolve medical record discrepancies by collecting and analyzing information.
- Provided general administrative task as well as secretarial support and participate.

IN-CHARGE RECORDS II

Sky Cable Cat'TV

Mandaluyong City, Metro Manila

January 2006 to October 2008

Duties & Responsibilities:

- Management, filing and validation of documentation (hardcopy & electronic) and maintain highly confidential company files and database.
- Ensure proper receipt and registration of all relevant documents and assure that the copies of latest documents are accurately distribute to the relevant parties.
- Perform general data entry using Microsoft excel and Word.

TRAINING AND CERTIFICATE

Provincial Training Center Tesda

Basud Bridge, Malilipot Albay

June 14, 2019 to July 20, 2019

- AUTOMOTIVE TESDA NC I

EDUCATION

Diploma in Business Administration (Major in Marketing)

Catanduanes State University Virac,

Catanduanes

Graduated: May 2004

High School Diploma

San Andres Vocational School

San Andres, Catanduanes

Graduated: March 1999

Elementary School Diploma

San Andres Central Elementary School

San Andres, Catanduanes

Graduated: March 1995